

# General Services Administration

## Federal Acquisition Service

### Authorized Federal Supply Schedule Pricelist

On-line access to contract ordering information terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage!: a menu-driven database system. INTERNET address for GSA Advantage! Is: <http://www.gsadvantage.gov>

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Schedule for:

Professional Service Schedule (PSS)

Industrial Group: 00CORP

Contract Number: **GS-10F-0056X**

Contract Period: December 20, 2010 through December 19, 2020



**Commonwealth Center for High Performance Organizations, Inc.**

**210 10<sup>th</sup> Street NE, Suite 204**

**Charlottesville, VA 22902-4756**

**Telephone: 1 – 434-981-8800**

**Fax: 1 – 434-984-1668**

**Website: [www.highperformanceorg.com](http://www.highperformanceorg.com)**

**Email: [jpickering@highperformanceorg.com](mailto:jpickering@highperformanceorg.com)**

**Contract Administrator: John Pickering**

**Business: Small**

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## **PSS SERVICES OFFERED**

### **SIN 874-1 Integrated Consulting Services**

We provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. Examples of consulting services offered by Commonwealth Center for High Performance Organizations, Inc. include:

- |   |                                       |                                 |
|---|---------------------------------------|---------------------------------|
| • Management or strategy consulting       | • Leadership systems                  | • Executive/management coaching |
| • Strategic, business and action planning | • Organizational assessments          | • Organizational Development    |
| • High performance work                   | • Performance measures and indicators | • Change Management             |
| • Process and productivity improvement    | • Program planning and evaluations    | • Systems alignment             |

**Customized business workshops to successfully complete consulting engagements to include:**

Project Management	Facilitation Skills and Group Problem-Solving
Conflict Management	Balanced Scorecard Development and Implementation
Process Improvement	Performance Measurement
Strategic Thinking/Emotional Intelligence	Vision to Performance
Effective Meetings	Strategic Customer Value Analysis
Leadership at All Levels	Designing Competency-Based HR Systems
Leadership Philosophy Development, Work Culture & Behaviors Development	

We also provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, integrated process, or self-directed teams. Commonwealth Center for High Performance Organizations, Inc. facilitation services include:

- |  |  |   |
|--|--|---|
| • Group problem solving techniques   | • Recording discussion content and focusing decision-making                            | • Preparing draft and final reports for dissemination |
| • Resolving disputes, disagreements, and divergent views                       | • Overall meeting planning and leading large and small group briefings and discussions |   |
| • Logistical meeting/conference support when performing technical facilitation |  |   |

## **Sin 874-4 Training Services: Instructor Led Training, Web Based Training and Education Course Development, and Test Administration, Learning Management, Internships**

**We provide training related to management, organizational, and business improvement services through our foundational core seminar: *Building High-Performance Organizations In The Twenty-First Century*® and through follow-on implementation workshops**

This seminar is concerned with the **theory and practice of large-scale organizational change**. It assumes that: (1) after years of observation, seminar participants are 'experts' on their own organizations, but (2) they may not have been exposed to an extensive organizational theory background and so need a framework (a diagnostic/change model and analytical approach) to structure and amplify their knowledge and suggest how to use it to effect change, and (3) they want to be part of a positive change process continually driving their organizations toward becoming 'higher performing organizations' (defined as *simultaneously* delivering product and service quality, outstanding 'customer value,' and sound financial performance).

The organizational change approach that forms the basis of this seminar seeks to "cast a net" over what has been learned from the past 100 years of academic theory and practical applications and to synthesize that knowledge base into a change model explaining why some organizations are high-performers but many are not. Rather, the seminar introduces a series of 'lenses' through which participants can view their own organizations and decide for themselves what changes may be necessary to improve its performance.

We turn our focus to asking such 'outcome-oriented' questions as: "What is high-performance for us?" "How would we know if we were high-performance?" "According to whom are we high-performance?" and "Why do we want to be high-performing in the first place?" but also look inside the organization to ask "What are the *change levers* available to help us move the organization toward higher-performance?" "Are we doing the right 'what'?" "How good are we at it?" and "How do we treat each other and our customers?"

A key assumption of the HPO model and change process is that participants must gain the theory/practice-based 'profound knowledge' and skills to diagnose their own organizations in order to begin identifying opportunities for introducing positive change. Although some discussion of implementation techniques (e.g., self-directed teams, re-engineering, TQM, etc.) will be included in the seminar, the majority of class discussion will center on the theoretical principles, which must be mastered in order to make any of these techniques work.

Minimum Number of Students: 6

Maximum Number of Students: 35

Length of Course: 3 days

## Labor Rates\*

SIN Number	Service	Labor Category	Daily Rate	HPO Seminar Rate (3 days)
874-1	Int. Consulting Services	Senior Consultant	\$2,719.71	N/A
874-4	Training Services: .....	Senior Consultant	N/A	\$10,778.56

\* Rates include IFF

## Labor Category Skill Descriptions

**Functional** responsibilities and requirements for each labor category are listed below. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category. In special cases, certifications or professional licenses may be required.

### CCHPO Senior Consultant

**Description:** Architects significant organizational transformation efforts; designs client approaches; manages client relationships and projects; provides coaching of senior management with clients; leads executive level strategic planning efforts, provides integration of OD approaches with HPO Diagnostic Change Model Concepts; understands and advises on Leading Change Best Practices, Process Improvement capabilities and OD Intervention Skills; coordinates all consultation activities; partnering with and developing change agents inside organizations with whom we work to build and sustain powerful change capabilities.

**Education:** (1) Masters Degree, or (2) Bachelor's Degree with over 15 years of significant experience in multiple domains across a broad range of clients; held consulting or leadership positions in major private or public organizations in areas such as Business Strategy, Business Process Improvement, Innovation Strategy, and/or Organization Development.

## SCA APPLICABILITY STATEMENT:

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

## **GSA MOBIS Schedule Ordering Information**

### **Contract Information**

**General Services Administration**

**Federal Supply Service**

**Authorized Federal Supply Schedule Pricelist**

**Professional Services Schedule (PSS)**

**Federal Supply Schedule Industrial Group: 00CORP**

**Contract Number: GS-10F-0056X**

### **Contractor**

**Commonwealth Center for High-Performance Organizations, Inc.**

**210 10<sup>th</sup> Street NE, Suite 204**

**Charlottesville, VA. 22902-4756**

**Telephone: 1-434-981-8800**

**Fax: 1-434-984-1668**

**E-Mail Address: [jpickering@highperformanceorg.com](mailto:jpickering@highperformanceorg.com)**

**Web Address: [www.highperformanceorg.com](http://www.highperformanceorg.com)**

**Contract Administration: John Pickering**

**Address and Telephone: Same as contractor's address**

**Business Size: Small**

**DUNS No.: 80-6553165**

### **Customer Information**

#### **1a. Table of Awarded Special Item Numbers (SINs):**

**SIN 874-1, 874-1RC Integrated Consulting Services**

**SIN 874-4, 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Course Development, and Test Administration, Learning Management, Internships**

#### **1b. Model No.: N/A**

#### **1C. Hourly Rates: N/A**

#### **2. Maximum Order: \$1,000,000**

#### **3. Minimum Order: \$100**

#### **4. Geographic Coverage: Domestic**

#### **5. Production/Performance Points: Same as Company Address**

#### **6. Discount From List Price: Prices shown herein are net prices**

#### **7. Quantity Discounts: N/A**

#### **8. Prompt Payment Terms: Net 30 days**

#### **9. Government Credit Cards: accepted for orders over \$300**

#### **10. Foreign Items: N/A**

#### **11a-d. Time of Delivery: As specified by ordering agency on each task order**

#### **12. F.O.B. Point(s): As specified by ordering agency on each task order**

#### **13. Ordering Address: same as company address**

#### **14. Payment Address: same as company address**

#### **15. Warranty Provisions: N/A**

#### **16. Export Packing Charges: N/A**

#### **17. Terms and Conditions of Government Credit Card Acceptance: Contact CCHPO**

#### **18. Terms and Conditions of Rental, Maintenance, and Repair: N/A**

- 19. Terms and Conditions of Installation: N/A
- 20. Terms and Conditions of Repair Parts: N/A
- 20a. Terms and Conditions of any other services: N/A
- 21. List of Service and Distribution Points: N/A
- 22. List of Participating Dealers: N/A
- 23. Preventative Maintenance: N/A
- 24. Special Attributes: N/A
- 26. Data Universal Numbering System (DUNS) number: 80-6553165
- 27. Contractor is registered in Central Contractor Registration (CCR) database

#### Other Terms and Conditions

1. **Materials:** The purchase of materials and supplies, if required by the customer, will be billed at actual cost.
2. **Travel:** Travel expenses incurred in connection with services provided under this contract shall be reimbursed at cost and will be in accordance with Federal Travel Regulations.
3. **Place of Performance:** Orders will be accepted which specify that work is to be performed at the Government customer's site. The customer must provide reasonable office space, office supplies, and office equipment (e.g. copier, computer, internet access, fax, and telephone) to CCHPO representatives.

## Ordering Process

Commonwealth Center for High Performance Organizations, Inc. (CCHPO) has been awarded General Services Administration (GSA) Contract GS-10F-0056X to provide Professional Services (PSS) to U.S. Government agencies. Using the GSA service contract is fast and convenient. Since the GSA has already evaluated and pre-qualified CCHPO consulting services and pricing through a competitive process, procurement times can be considerably shortened; you do not need to also go through all the process associated with a full and open competition.

You control the process from the definition of the requirement through the selection of the service provider. When you have a MOBIS requirement, you need only prepare a Purchase Requisition and a brief Statement of Work (SOW). The SOW should describe the technical requirements including schedule, deliverables, delivery order type, and any security requirements. Through discussion, we can determine if your requirement is for the foundational 3-day seminar or for a specified period of consulting, where you may specify a Firm, Fixed Price order type or for more indeterminate needs you may specify a Time and Materials (ID/IQ) order type. Under the terms of the GSA contract, you need only consider three qualified GSA MOBIS vendors by either:

- reviewing their pricelists or catalogs,
- contacting them directly, or
- obtaining oral or written proposals.

You can easily search for and identify other potential sources using the [\*GSA Advantage!\*](#) web site. Provide the completed Purchase Requisition and Statement of Work to your Contracting Officer along with your recommendation for award. Under the GSA PSS contract, you make the award to the vendor

that offers the best value for your particular needs; you do not need to award to the vendor offering the lowest price. Your Contracting Officer will process the Purchase Requisition and issue an order.

For technical questions about CCHPO's GSA PSS offerings, please contact:

**Dr. John W. Pickering**

President

Commonwealth Center for High Performing Organizations, Inc.

Email: [jpickering@highperformanceorg.com](mailto:jpickering@highperformanceorg.com)

Telephone: 1-434-981-8800

For contractual questions or questions about the GSA PSS process, please contact:

**Ms. L. Kay Hudson**

Vice President

Commonwealth Center for High Performing Organizations, Inc.

Email: [kay.hudson@highperformanceorg.com](mailto:kay.hudson@highperformanceorg.com)

Telephone: 1-843-754-5603